



Basic Business License

Home Improvement Salesperson Designation Letter

To Whom It May Concern:

I, _____, as president/owner of

_____, a home improvement contractor doing
business in Washington, DC, will be the only person authorized to sign contractors pertaining to this
business.

_____ Persons listed below are authorized by me, _____, as
president/owner of _____, a home
improvement contractor doing business in Washington, DC, to sign contracts pertaining to this
business.

1. _____
2. _____
3. _____
4. _____

Sincerely,

Signature of Owner/President

Date

Department of Consumer & Regulatory Affairs
941 North Capitol Street NE, Washington, DC 20002
Phone: (202) 442-4311 Fax: (202) 442-4523
For Relay Service call 711
Email: bbl.infocenter@dc.gov